



# Williston Recreation & Parks

## EVENT PERMIT APPLICATION

for events in a Williston Community Park

(All Information needs to be complete, specific, and accurate)

Today's Date: \_\_\_\_\_

### ORGANIZATION / ORGANIZED GROUP / BUSINESS / INDIVIDUAL INFORMATION

Organization Name:	Phone:
Address: (address/town/state/zip)	
Contact Name:	Cell Phone:
Email Address:	Home Phone:

### EVENT REQUEST INFORMATION

Name of Event: \_\_\_\_\_

Type of Event: (check those that apply)

Participants: (check those that apply)

YOUTH     ADULT     BOTH

TOURNAMENT     JAMBOREE

RUN/WALK     CAMP

OTHER: \_\_\_\_\_

Estimated Number of People: \_\_\_\_\_

Estimated Number of Vehicles: \_\_\_\_\_

Description of Event & Planned Activities:

### Date(s) of Request:

<u>DAYS</u>	<u>DATES</u>	<u>TIMES</u>	<u>Time Setup Begins</u>	<u>Time Cleanup Ends</u>
_____	_____	From: _____ To: _____	_____	_____
_____	_____	From: _____ To: _____	_____	_____

**Permit Holders- are responsible for bringing in Port-o-lets and trash/recycling bins for events with 200 or more people.**

### Amenities Needed:

\_\_\_\_\_ Athletic Fields/Courts: (Fee per the Facility Fee Schedule)

Type:     Field     Court     Other: \_\_\_\_\_

Specific Facility: \_\_\_\_\_ How Many? \_\_\_\_\_

\_\_\_\_\_ Path or Sidewalk:    Type:     Path in Park     Sidewalk     Both

\_\_\_\_\_ Electricity:    Half day- \$20 (1-4 hours)    Full day- \$40 (4-8 hours)

\_\_\_\_\_ Water:    Half day- \$20 (1-4 hours)    Full day- \$40 (4-8 hours)

Entertainment:     Yes     No    What Kind \_\_\_\_\_

\_\_\_\_\_ Vendors:    Food, Activity or Merchandise    (must have each vendor fill out a Vendor Form & submit COI)

\_\_\_\_\_ Tent(s):    (1200+ sq ft of space that equals one or more tents, a permit must be obtained from the state of VT)

\_\_\_\_\_ Amplified Sound:     Live Music/Band     DJ     Radio    Other: \_\_\_\_\_

**Signatures are required on the next page of this permit application**  
The application must be submitted a minimum of Two Weeks before the scheduled event.

# PARKS FACILITIES RULES & REGULATIONS and RELEASE & WAIVER

**Rules & Regulations:**

- Parks are open and available for use from dawn until dusk.
- Park amenities must be returned to their original state, as they were when the group arrived. If equipment, goals, benches, bleachers, and/or other amenities are moved, they are to be returned to their original location.
- Anchored goals- Removing anchors could cause serious injury or even death and is strictly prohibited and will result in the cancellation of a permit.
- Goals with Sandbags- Non-anchored goals must always be secured by sandbags. Not doing so could cause serious injury or death and will result in the cancellation of a permit.
- No paint or spray paint is to be used on fields, grass areas, or Rec. Path. Chalk or chalk paint is acceptable
- Users must use only the provided bathroom facilities.
- **Portable Restrooms** are required at the expense of the permit holder for groups of 200 or more people or a large event/tournament-type activity where people will be coming and going during the event. Groups will supply their own Portable Restrooms and have them removed.
- **Trash Removal** is required at the expense of the permit holder for groups of 200 or more people or a large event/tournament-type activity where people will be coming and going during the event. Groups will supply their trash removal; extra bins, dumpsters, and hauling away trash. See below the Chittenden Solid Waste District (CSWD) requirements for Waste Management.
- All trash and recycling must be picked up and "Packed Out".
- Receptacles in the parks are for everyday users of the parks. Special events, large groups, and others must remove trash and recycling.
- No group shall conduct events or activities that require undue additional work for the Parks Staff. This includes wear and tear on turf, equipment, and/or other amenities. Permit holders will be charged for any expenses accrued after the activity/event.
- Parking or driving is prohibited on all grass areas, fields, courts, and the Recreation Path. All motor vehicles must remain on roads or in parking lots maintained for vehicular traffic. The speed limit in all parks is five (5) M.P.H.
- All events/activities must be halted or canceled if the condition of the field or court would be deemed 'unplayable' by a reasonable person. This would include but is not limited to; an ongoing and active weather event, ANY standing water on the field of play, and drought conditions causing dry and brittle turf.
- No user may use amplified sound or additional lighting unless special permission is granted by the Williston Recreation and Parks Department.
- No tickets are to be sold, admission fees charged, concessions allowed, or any money-raising methods used without the express written permission of the Williston Recreation and Parks Department.
- The owner of every type of animal shall be responsible for the removal of any excreta deposited by their animal(s) on fields, courts, public walks, recreation areas, or public property.

**Alcohol and Tobacco Use:**

- Alcoholic beverages are prohibited in all Town parks and on school property.
- The sale, possession, consumption, and use of tobacco, marijuana, and illegal drugs are forbidden on school properties that the Town uses for Parks.

**Waste Collection, Management, and Disposal**

Williston requires compliance with the CSWD's Solid Waste Management Ordinance as a condition of use.

Requirements of this Ordinance include:

- Trash, recycling, and composting receptacles for use by event attendees and staff must be provided in equal numbers and must be placed as close to each other as possible for equally convenient access.
- All containers for trash, recyclables, and compostables are required to meet CSWD's color and labeling requirements.
- Mandatory recyclables and food scraps must be collected in separate bins and kept separately from any trash bins.
  - They must be free from contamination while awaiting pickup or delivery to the appropriate facility.
- Plastic bags must not be put in bins or dumpsters that collect recyclable or compostable materials.
- If recyclables are collected in bags, the bags must be emptied into the recycle dumpster.
- Compostable materials can be collected and transported in bags that are clearly labeled as CERTIFIED COMPOSTABLE. Bags labeled "degradable" or any version of that are not acceptable and must be emptied into the dumpster.
- The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property. CSWD offers technical assistance and other resources at no cost to help you understand and fulfill these requirements. Visit [cswd.net](http://cswd.net) or call 802- 872-8111 for assistance.

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**ACKNOWLEDGE OF UNDERSTANDING,** I acknowledge that I have read and understand the Facilities Use Policy and the above Rules & Regulations and agree to abide by them, as well as share them with all persons in my group.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LIABILITY RELEASE**

**IN CONSIDERATION**, of permission granted to use Williston facilities, I hereby and forever discharge and release the Town of Williston, its agents, employees, and officers, from all actions, claims, demands, judgments, and damages which we, or any of the participants, may have, or claim to have, or acquire in the future, for all personal injuries, or property damage, arising out of our organization's use of the permitted facility.

**WE ACKNOWLEDGE** that we have total responsibility for our group and the safety of all. In addition, we acknowledge that the Town of Williston has no responsibility for the condition of the facility, be it a building, room within a building, field, or open space, and that a supervisor from our organization shall always inspect the premises before use to ascertain that the premises are in safe and useable condition. We further acknowledge to the Town of Williston that our organization has adequate liability insurance, and that such insurance protects the Town of Williston to the extent of its interest. We further acknowledge that a Certificate of Liability Insurance will be provided to the Town of Williston, naming the Town of Williston as the Certificate Holder and as Additional Insured under the policy. This will be sent to the Recreation Department, along with payment, before being issued a permit.

**TITLE II-ADA:** (Americans Disability Act) - Note: Title II of the ADA prohibits the Town of Williston from providing support including facilities to any organization which discriminates based on disability. We agree that while we use the Town of Williston's facilities, parks, fields, and buildings for practice, games, tournaments, meetings, and other such events, we will not discriminate based on disability.

The undersigned, being a duly authorized representative of the above-named organization, has executed this release on the day and year written below.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Use Only:**

Action:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reason Denied: _____)	Put into System:	Yes	No
Field/Facility Assigned:	Condition of Use: _____			
Fees Assessed:	<input type="checkbox"/> Per Policy <input type="checkbox"/> One Time Fee \$ _____	Other:	<input type="checkbox"/> COI Received: Yes <input type="checkbox"/> No	
Invoice Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Invoice Sent:	<input type="checkbox"/> _____ <input type="checkbox"/> Invoice Paid: _____	<input type="checkbox"/> Permit Issued: Yes <input type="checkbox"/> No